

APPENDIX E

CONTRACTOR'S OBLIGATIONS

Your Company's Letterhead

Office of Affirmative Action
City Hall, Room B-25
920 Broad Street
Newark, NJ 07102

Dear Ms. Thornes:

We shall designate the Affirmative Action Officer or his/her designee to submit the weekly payroll records for all crafts covered under the contract provisions. In addition, we will include a monthly cumulative summary of project manhours worked on a craft by craft basis, and identified as to minority or non-minority status.

Failure to submit these reports will result in sanctions.

Sincerely,



~~John Doe~~ *MARK Vanse/ous*
~~President~~ *Asst Project Director*

K. Horvathian Companies
Your Company's Name

Society Hill @
University Heights III (S+E)
Job Site *(C+E)*

10 Highway 35
Address

Red Bank NJ 07701